

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL	SUPERSEDES: 02/15/03
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 325 SECURITY STAFFING TEMP	EFFECTIVE DATE: 06/16/03

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PURPOSE

To establish guidelines for the deployment of the security staff per the requirements of the Legislatively-Approved Post Chart, and the Department's budget.

AUTHORITY

NRS 209.131

RESPONSIBILITY

It is the responsibility of the Warden and/or a facility supervisor of every institution and facility in the Department of Corrections to deploy the security staff necessary to meet the security needs of the institution and to do so with a minimum of overtime.

It is the responsibility of security supervisors to operate their shifts according to the mandates of the Post Chart and budget.

DEFINITIONS

EMERGENCY – Any significant disruption of normal institutional or Departmental procedure caused by riot, escape, fire, natural disaster, employee action or other serious incident the resolution of which cannot be delayed without creating a breach in security or serious bodily injury or irreparable harm to any person based on medical, dental, or other appropriate life/safety issues.

OVERTIME – The time worked in excess of eight (8) hours in one (1) calendar day or eight (8) hours in any sixteen (16) hour period or a forty (40) hour week or an eighty (80) hour pay period.

POST CHART – The Legislatively-Approved staffing document for an institution or facility.

PULL POST – A post which may be closed for up to one-half (1/2) of a shift.

RDO – Regular Day Off

RFM –Relief Factor Management – that portion of the staffing allotment greater than 1.0 for a five (5) day post (1.2); greater than 1.0 for a seven (7) day post (1.6); or greater than 1.5 for a seven (7) day post (2.4).

SHUTDOWN POST – A post which may be closed for an entire shift.

APPLICABILITY

This regulation applies to all security staff within the Department of Corrections. They are to be deployed in the manner prescribed herein.

PROCEDURES

325.01 POST CHART

1.1 Each institution and facility is to operate strictly within the limits prescribed by the Legislatively-Approved Post Chart, and the approved budget.

1.2 No post is to be changed from the Legislatively-Approved Post Chart without the approval of the Assistant Director of Operations, and the subsequent notification of the Department of Administration and Interim Finance Committee.

1.3 Post schedules are to be approved by the Assistant Director of Operations.

1.3.1 Seven (7) day week positions on an eight (8) hour shift are budgeted at 1.6 officers per post.

1.3.1.1 Components of the 1.6 relief factor:

Work Days	1.0	228 days
RDO	.4	104 days
Annual	.065	15 days
Sick Leave	.065	15 days
Training	.013	3 days
Total	1.6	365 days

1.3.2 Five (5) day positions on an eight (8) hour shift are budgeted at 1.2 officers per post.

1.3.2.1 Components of the 1.2 relief factor:

Work Days	1.0	228 days
Annual	.065	15 days
Sick Leave	.065	15 days
Training	.013	0 days
Total	1.2	258 days

1.3.3 Seven (7) day a week positions on a twelve (12) hour shift are budgeted at 2.4 officers per shift.

1.3.3.1 Components of the 2.4 relief factor:

Work Days	1.5	228 days
RDO	.684	104 days
Annual	.097	15 days
Sick Leave	.097	15 days
Training	.019	3 days
Total	2.397	365 days

1.3.4 Twelve (12) hour posts are only authorized for those posts, which are to be manned twenty-four (24) hours a day.

1.3.5 Five (5) day posts are limited to eight (8) hour shifts. A five day post cannot be turned into a 12 hour post unless it is staffed at least two (2) shifts per day.

1.4 Days off are assigned to posts, not to people.

1.5 Shift rosters for each institution and facility are to be organized so that the components of the relief factor can be combined to identify specific staff to occupy RFM positions.

325.02 RELIEF FACTOR MANAGEMENT

1.1 Relief factor for regular days off, sick leave, annual leave, or training, will not be combined in order to create new positions.

1.2 No more annual leave will be scheduled than there are relief factor management positions available to support the requested leave without overtime.

1.3 Staff should request annual leave for the entire year to be scheduled, prior to the commencement of that year per the requirements of AR 301. Wardens shall review leave balances to ensure individuals do not lose leave or develop a situation wherein the Department would have to pay annual leave.

1.3.1 Leave requested less than 6 weeks before the subject date cannot be guaranteed.

1.3.2 Ad Hoc leave requests will not be granted if there is no relief factor to accommodate the leave without overtime.

1.4 Each institution and facility is to document attendance, and relief factor management usage by every security employee. This may be delegated no lower than the Associate Warden of Operations at an institution.

1.5 Each institution and facility is to identify pull and shutdown posts, which must be approved by the Assistant Director of Operations.

1.5.1 Pull and shutdown posts are to be used prior to hiring any overtime.

1.5.2 Overtime for a full shift may not be hired for a pull position.

1.5.3 Overtime may not be hired when an absence occurs in a shutdown post.

1.6 Staff is to be scheduled for no more than 80 hours of work in any two-week or biweekly pay period.

1.7 Staff is not to receive paid leave and accrue overtime during the same pay period, except in cases of an emergency.

1.8 An individual of higher rank is not to be hired for overtime to cover an absence for a lower ranking security staff member. Ideally, the lowest cost employee should be given the opportunity to accrue overtime first.

1.9 When hiring overtime, one rank can cover the absence of a next higher rank.

1.10 To the degree possible, Lieutenants and Sergeants should not be replaced. A Lieutenant should be capable of working a shift without a Sergeant. A Sergeant should be capable of supervising a shift without a Lieutenant. Exceptions to this are appropriate during periods of extremely busy inmate activity.

1.11 Specific attention should be given to counsel staff that used more sick leaves than they accrued in the last twelve (12) months, absent a catastrophic illness or accident.

1.12 Managers are to ensure the appropriate documentation of RFM usage. RFM positions are to be used for sick and annual leave first.

1.12.1 Use unscheduled annual leave relief to cover greater than normal sick leave, if it is available.

1.12.2 Use pull and shutdown posts to cover greater than expected sick leave.

325.03 SPECIAL QUALIFICATIONS

1.1 The following skills are identified as special qualifications. These qualifications are based on formal or informal training, or prior experience. They apply to:

- Control Officer;

- Visiting Officer; and
- Forensic Officer.

1.2 Persons will not be assigned to these positions until they have received the requisite training or orientation, or their skills have been established.

1.2.1 Control Officers will have to pass the testing requirements indicated in this regulation and documented in their personnel file and the Nevada Staffing Information System (NSIS), when available.

1.2.2 Visiting Officers will have their orientation to the NSIS visiting application documented in their personnel file and the NSIS staff application.

1.2.2 Those persons employed as Forensics prior to 07/01/03, will be documented in the NSIS as Forensic Officers.

1.3 Forensic Officers will be exclusively assigned to Forensic positions in the medical and mental health unit areas of the institution, except during emergency situations or when necessary to pull or shutdown a Forensic post to staff a fixed post.

1.3.1 Forensic Officers are allowed to work overtime in uniform in conventional Correctional Officer posts.

1.3.2 Forensic Officers will be non-uniform officers while working in medical and mental Health areas. When utilized for conventional correctional officer duties, they will wear a vest approved by the Assistant Director of Operations.

1.3.3 Forensic Officers will maintain a class A and a class B uniform.

1.3.4 Forensic Officers may be assigned to either medical or mental health areas without regard to any further specialization.

1.3.5 After 07/01/03, no person will be hired in a Forensic Officers. Conventional Correctional Officers will staff future vacant Forensic positions after a medical orientation, documented in the NSIS. These future Officers will be available for any Correctional Officer assignment without regard to special qualifications.

REFERENCES

None

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.